



# COLLEGE OF THE CANYONS ACADEMIC SENATE EXECUTIVE COMMITTEE MEETING

**December 4, 2025**

11:00 a.m. to 12:00 p.m., Via Zoom

**Join Zoom Meeting**

<https://canyonsonline.zoom.us/j/83585717263?pwd=Z51nQ2s3YFbqOPSjt4JQfbyXmDTCV0.1>

**Meeting ID:** 835 8571 7263; **Passcode:** 308130

## **AGENDA**

*According to Article 6 of the By-Laws of the Academic Senate the purpose of the Executive Committee is to foster coordination among the principal subcommittee chairs of the Academic Senate, to advise the President, and the overall strategic development and planning of matters before the Academic Senate.*

### **A. Routine Matters**

1. Call to order

2. Public Comment

*This portion of the meeting is reserved for persons desiring to address the Executive Committee on any matter not on the agenda. Public questions or comments can be submitted via email at [academicsenateinfo@canyons.edu](mailto:academicsenateinfo@canyons.edu) or asked via zoom chat feature.*

3. Approval of the Agenda

### **B. Consent Calendar**

1. Adoption of October 30, 2025, Senate Executive Committee Summary (pg. 3-5)

### **C. Reports**

1. Presidents Report, Lisa Hooper

2. Vice President Report, Garrett Rieck

a. Exemplary Program Submission

### **D. Action: None**

### **E. Discussion**

1. Shared Governance Appointments

2. Academic Senate Reassign Time

a. 2026-27 Academic Year Memo, Lisa Hooper (pg. 6)

b. 2021-22 Academic Year Memo (*For Reference*) (pg. 7)

3. Department Chair Training Series Spring 2026, Lisa Hooper & Erica Seubert (pg. 8)

### **F. Future Business**

1. Future Meeting Times/Days for spring 2026

2. Future Discussion Topics

### **G. Unfinished Business: None**

### **H. Announcements**

- Next Academic Senate Meeting Dates Spring 2026: Feb. 12<sup>th</sup>, Feb. 26<sup>th</sup>, March 12<sup>th</sup>, March 26<sup>th</sup>, April 16<sup>th</sup>, April 30<sup>th</sup>, May 14<sup>th</sup> & May 28<sup>th</sup>
- 2026 ASCCC Spring Plenary, April 9<sup>th</sup> – 11<sup>th</sup>, Hyatt Regency, Santa Rosa, CA.
- 2026 Faculty Leadership Institute, June 11<sup>th</sup> – 13<sup>th</sup>, Hyatt Regency, Long Beach, CA.
- 2026 Curriculum Institute, July 15<sup>th</sup> – 18<sup>th</sup>, Sacramento Convention Center

## **I. Adjournment:**

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If you need a disability-related modification or accommodation (including auxiliary aids or services) to participate in the public meeting, or if you need an agenda in an alternate form, please contact the Academic Senate Office at [academicsenateinfo@canyons.edu](mailto:academicsenateinfo@canyons.edu) College of the Canyons.



# COLLEGE OF THE CANYONS

## ACADEMIC SENATE

### EXECUTIVE COMMITTEE MEETING

**October 30, 2025**  
11:00 a.m. to 12:00 p.m., Via Zoom

## SUMMARY

*According to Article 6 of the By-Laws of the Academic Senate the purpose of the Executive Committee is to foster coordination among the principal subcommittee chairs of the Academic Senate, to advise the President, and the overall strategic development and planning of matters before the Academic Senate.*

#### Non-Voting Members:

Faculty Name	Title		Faculty Name	Title	
Lisa Hooper	Academic Senate President	X	Jason Burgdorfer	COCFA President	A
Garrett Rieck	Academic Senate Vice President	X	Dan Portillo	AFT President	A
Erica Seubert	Academic Senate Communications Officer	X			

#### Voting Members:

Faculty Name	Title		Faculty Name	Title	
Alisha Kaminsky	MQE	X	Jesse Vera	Legislative Liaison	X
Chase Dimock	Honors Steering Committee	A	Julie Jonhson	CETL	X
Dustin Silva	Elections Committee	X	Linda Beauregard Vasquez	Lead Adjunct Senator	A
Erik Altenbernd	Academic Staffing Committee Faculty	A	Lisa Hooper	President's Advisory Committee on the Budget Faculty	X
Erika Torgeson	Program Review Committee	X	Pamela William-Paez	Scholarly Presentation (Tentative)	A
Garrett Reick	Noncredit Liaison	X	Teresa Ciardi	Faculty Professional Development Committee	X
Lisa Hooper	Program Viability	X	Tricia George	Curriculum Committee	X
Gary Collis	Policy Review Committee	X	VACANT	College Planning Team Committee Faculty	
Regina Blasberg	Career Education Liaison	X			

#### Additional Voting Members:

Faculty Name	Title		Faculty Name	Title	
Shane Ramey	Academic Integrity Committee	A	Alene Terzian	Equity Minded Practitioners	X
Karyl Kicenski	Academic Freedom Committee	A			

#### Non-Voting Members and Guest

Faculty Name	Title		Faculty Name	Title	
Marilyn Jimenez	Academic Senate Administrative Assistant	X	Wendy Brill-Wynkoop	FACCC Member Engagement	A
Heather Mclean	ESL Instructor	X			

#### H. Routine Matters

1. Call to order: 11:02 am
2. Public Comment:
  - I. This meeting may not be a brown act meeting going forward. The committee will vote when

discussion faculty awards.

- II. There was an incident at the temporary Advance Technology Center where an intruder came in and stole and demolished the area while there were students there. There are many who feel the ATC should be on campus to be able to secure the space.

3. Approval of the Agenda

- I. **Motion** to approve the agenda by Lisa Hooper, seconded by Regina Blasberg. Alisha Kaminsky and Alene Terzian abstained. Approved

I. **Consent Calendar**

2. Adoption of September 18, 2025, Senate Executive Committee Summary (pg. 3-6)

- a. **Motion** to approve by Alene Terzian, seconded by Lisa Hooper. Unanimous. Approved.

J. **Reports**

1. Presidents Report, Lisa Hooper

- I. **Shared Governance Council Update:** A group has worked on the Shared Governance Council Update and the Facilities Master Plan with Gensler. Gensler did a presentation on opening day, solicited input via a poster board and an online survey which received over 600 responses. The feedback outlines concern with pedestrians, not enough signage and difficulty navigating the campus. In addition, there is concern with the half-loop street at the CCC campus, not many shaded areas, and the facilities not being in good workable conditions.
- II. **PAC B funds:** Lisa has implemented “sinking” funds for routine maintenance. This district has always relied on bond money, however, much has been spent and allocated for other things. There are some buildings that are so old that to remodel it would be financially irresponsible. The best step is to bring them down and start over.
- III. **Gensler Survey:** About 100 people have been asked to participate in the survey. On Monday, Nov. 17<sup>th</sup> at UCEN 258 there will be a presentation with Al Solano. The acting president Dr. Ruys has also been asked to attend. As of yesterday 73, RSVP with 18 FTF registered. There are more classified, and administrators who have RSVP’d. There is a need for more faculty leaders in this space. The recommendation is for all who attend to stay for the entire 4-hour session. There may be a need to do some targeted recruitment.
- IV. **Minimum Qualifications and Equivalencies (MQE):** Human Resources will be forwarding all applicants who are trying to meet MQ’s via equivalencies to Alisha Kaminsky, chair of the MQE Committee and the committee for review. If applicants are trying to meet disciplines with equivalencies they cannot be moved into a pool until Alisha reviews as this has been happening after the fact. Anyone who is screening applications for applications and not clear if an applicant meets MQ’s, there is a form.

2. Vice President Report, Garrett Rieck

- I. **ASCCC Non-Credit Regional Meeting:** This meeting was held this past Friday, Oct. 24<sup>th</sup>. This Friday, Oct. 31<sup>st</sup> COC will host the ASCCC Credit Regional meeting. Garrett was asked by ASCCC and Dr. Carlos Guerrero to give a presentation on non-credit curriculum. It may be too late to RSVP for this Friday’s. Last year the group addressed CCN and CALGET. Title 5 has changed the curriculum, and the group will adjust changes with Cultural Competency and CCN.
- II. **Faculty Office Lottery:** The lottery has concluded and as a reminder we are only doing one round in the fall and in the spring.

K. **Action:**

1. *None*

L. **Discussion**

4. Update on the Shared Governance & Project Advancement Teams, Lisa Hooper & Garrett Rieck

- a. The appointments will need to be adjusted. It is not clear if Senate leadership needs to be on the project advancement teams in the next academic year.
- b. Tricia is working on a presentation for the project advancement team. The suggestion is that if

anyone serving on the project advancement teams, who cannot attend, to find a replacement faculty member.

5. Proposed revisions to the Faculty Evaluation Instrument, Lisa Hooper

I. [Full-Time Faculty Professional and Instructional Evaluation Summary](#)

II. [New Guide for Self-Evaluation Tenured and Tenured Track Faculty](#)

- **Overview:** The initial taskforce was formed 4 years ago to infuse and develop DEIA instruments into the faculty evaluation instruments.
- **Update on the Academic Senate Discussion:** At the Academic Senate there is discussion on whether faculty should develop competencies and infused them into instruments or wait for the BOT to adopt competencies and use those to add to instruments.
- **Legal Matters:** There are some legal matters, and other districts have tried to implement this and have been sued. The Senate had discussed the legal aspect of this topic.
- **Classroom Visitation Report:** There have been some challenges with the Classroom Visitation Report, and the hope is to develop a single instrument to determine which modality a faculty member is teaching in and to ask each discipline to review and revise the curriculum.
- **COCFA Negotiations:** The next step will be to advance the evaluation instrument documents to COCFA for negotiations for inclusion in the contract.
- Originally the taskforce was looking at the whole package and what it means to be collegial and what work does a faculty member do at the college outside of the classroom.
- **How to fill out the Documents:** There is a need to include instruction on how to fill out the documents and where it they will reside.
- **Professional Development Training:** There was a request to include significant information on the tool, so faculty know what to look for. There also needs to be Professional Development. CETL could craft some annual training that is more generalized.
- **AFT Union:** The adjunct faculty are now in process of bargaining their evaluation tool. The cultural competencies are in their tool to a much higher degree than faculty. Classified and administrators also have added this to their evaluation tool.
- **Next Steps:** The suggestion is for faculty to review and provide feedback.

6. Vote of No Confidence Resolution, Lisa Hooper & Garrett Rieck (pg. 7-8)

- a. The resolution has now added the Board of Trustees clerk Darlene Trevino as officers named on the resolution for a Vote of No Confidence. The Academic Senate will be voting on the revised resolution at next week's meeting.

**M. Future Business**

1. Future Meeting Times/Days
2. Future Discussion Topics

**N. Unfinished Business**

*None*

**G. Announcements**

- a. [Next Academic Senate Meeting Dates Fall 2025:](#) Nov. 6<sup>th</sup>; Nov. 20<sup>th</sup>; Dec. 11<sup>th</sup>
- b. [2025 ASCCC Fall Curriculum Regional Meetings, Area C](#), College of the Canyons, Friday Oct. 31<sup>st</sup>
- c. [2025 ASCCC Fall Plenary](#), Nov. 6<sup>th</sup>-8<sup>th</sup>, Hyatt Regency, La Jolla, CA.
- d. [2026 ASCCC Spring Plenary](#), April 9<sup>th</sup> – 11<sup>th</sup>, Hyatt Regency Santa Rosa, CA.
- e. [2026 Faculty Leadership Institute](#), June 11<sup>th</sup> – 13<sup>th</sup>, Hyatt Regency, Long Beach, CA.
- f. [2026 Curriculum Institute](#), July 15<sup>th</sup> – 18<sup>th</sup>, Sacramento Convention Center, CA.

**I. Adjournment:** 11:00 a.m.

**COLLEGE OF THE CANYONS**  
**ACADEMIC SENATE**

**TO:** Omar Torres, Assistant Superintendent/Vice President of Instruction  
**FROM:** David C. Andrus, President, Academic Senate  
**DATE:** May 20, 2021  
**RE:** Academic Senate Release Time – 2021/22 Academic Year

As per the COCFA Contract, Article 12.J allows for 350% Reassign Time per Semester for the Academic Senate (to be allocated by the Academic Senate) and 50% per Semester for Curriculum Committee Chair. A percentage of this release time for the Academic Senate must be used to support a CTE liaison position.

In fall, 2019 the Academic Senate approved a process for the development of academic program maps. This process has involved a significant increase in the work of our Curriculum Committee Articulation Faculty member, Julie Hovden. Consequently, Julie's release time is being extended into to the next academic year.

The following reassign times for key positions of the Academic Senate shall be allocated effective Fall 2021. The allocations are the same as that of the 2020/21 academic year.

<b>Academic Senate Position</b>	<b>% FTF Reassign Time Fall 2020</b>	<b>% FTF Reassign Time Spring 2021</b>
Academic Senate President, David Andrus	100	100
Academic Senate Vice President, Lisa Hooper	20	20
Curriculum Committee Chair, Lisa Hooper	80	80
Policy Review Committee Chair, Gary Collis	40	40
CTE Liaison, Gary Quire	40	40
Program Review Committee Co-Chairs, Jason Burgdorfer and Rebecca Eikey (10 % each)	20	20
Curriculum Committee Articulation (Faculty Role), Julie Hovden	20	20
Program Viability Chair, Garrett Rieck	30	30

**COLLEGE OF THE CANYONS  
ACADEMIC SENATE**

**TO:** Thea Alvarado, Assistant Superintendent/Vice President of Instruction  
**FROM:** Lisa Hooper, President, Academic Senate  
**DATE:** December 11, 2025  
**RE:** Academic Senate Release Time – **2025/26 Academic Year**

The [2025/26 COCFA Contract, Article 12, Section J](#) allows for 410% Reassign Time per Semester for the Academic Senate (to be allocated by the Academic Senate). A percentage of this release time for the Academic Senate must be used to support a CTE liaison position. The following is the intended allocation of this release time for the 2026/27 academic year:

<b>Academic Senate Position</b>	<b>% FTF Reassign Time Fall 2026</b>	<b>% FTF Reassign Time Spring 2027</b>
Academic Senate President, Lisa Hooper	100	100
Academic Senate Vice President, Garrett Rieck	20	20
Curriculum Committee Chair, Tricia George	100	100
Policy Review Committee Chair, Gary Collis	60	60
Academic Senate Communications Officer, Erica Seubert	20	20
CTE Liaison, Regina Blasberg	40	40
Program Review Chair, Erika Torgeson <b>pending</b>	20	20
Program Viability Chair, Lisa Hooper	20	20
Noncredit Curriculum Subcommittee Chair, Garrett Rieck *	30	30

*Articulation Faculty receives District release/reassign time.*

(\*) The Noncredit Curriculum Chairperson is giving 6.66% (1 TLU) of their reassigned time for the Noncredit Curriculum Committee Cultural Competence reviews.

# DEPARTMENT CHAIR TRAINING SERIES SPRING 2026

<b>DATE (all sessions Friday: 9:30-11:30 AM)</b>	<b>TOPICS</b>
<b>2/20/26</b>	<b>The Role of the Department Chair</b>
	Leading from the Middle
	Responsibilities as outlined in the COCFA Contract
<b>3/6/26</b>	<b>Understanding Contracts for Full &amp; Part-Time Faculty</b>
	COCFA Contract & Evaluation Processes
	AFT Contract & Evaluation Processes
	Department Chair Elections & Reassigned Time
<b>3/20/26</b>	<b>Scheduling &amp; Staffing Courses</b>
	Adjunct Scheduling Tool
	Hiring Adjuncts
<b>4/3/26</b>	<b>Departmental Planning</b>
	Program Review, Purchasing, & Procurement
	Academic Staffing Committee
<b>4/24/26</b>	<b>Developing &amp; Maintaining Quality Academic Programs</b>
	Curriculum & SLO Assessment
	Program Viability
<b>5/8/26</b>	<b>Leadership Styles &amp; Strategies</b>
	Round Table: new & veteran chairs
<b>TIME</b>	<b>PROPOSED SCHEDULE</b>
<b>00:00-10:00</b>	<b>Welcome &amp; Check-In. Senate Facilitator contextualizes upcoming presentations through scenarios</b>
<b>10:00-40:00</b>	<b>PRESENTATION</b>
<b>40:00-50:00</b>	<b>Q &amp; A with Presenter(s)</b>
<b>50:00-60:00</b>	<b>&lt;&lt;Break&gt;&gt;</b>
<b>60:00-70:00</b>	<b>Debrief &amp; Reflection on Presentation as Cohort</b>
<b>70:00-100:00</b>	<b>PRESENTATION</b>
<b>100:00-110:00</b>	<b>Q &amp; A with Presenter(s)</b>
<b>110:00-120:00</b>	<b>Debrief &amp; Reflection on Presentation as Cohort</b>